

FREEDOM OF INFORMATION ACT 2000

Information available from Colebrooke Parish Council under the model publication scheme

Information to be published	How the information can be obtained	
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	hard copy and website Penton Chapel, Christow, Exeter EX6 7NP www.colebrooke-pc.gov.uk	
Who's who on the Council and its Committees		
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) on website	Mrs. Penny Clapham Telephone 07903 172174 clerk@colebrooke-pc.gov.uk	
Location of main Council office and accessibility details	Council does not have an office. Appointment. can be made with the clerk by phone or email during office hours, Monday to Thursday 9am to 1pm (closed Friday)	
Staffing structure – Council employs one part-time parish clerk		

Class 2 – What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year as a minimum	Hard copy and website	
Annual return form and report by auditor		
Finalised budget		
Precept		
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews		
Parish Plan		
Annual Report to Parish or Community Meeting, current and previous year as a minimum		
Class 4 – How we make decisions Decision making processes and records of decisions	Minutes of meetings - published	

Current and previous council year as a minimum		
Timetable of meetings Council, any committee, sub-committee meetings and Parish meetings		
Agendas of meetings	Parish notice boards (Current Agenda 3 clear days before a meeting.) Hard copy Website	
Minutes of meetings. Note this will exclude information that is properly regarded as private to the meeting.		
Reports presented to meetings. Note this will exclude information that is properly regarded as private to the meeting.		
Responses to consultation papers		
Responses to planning applications		
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	Website	
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy Statements	Website	

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures including those covering requests for information and operating the publication scheme</p>		
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>		
Assets Register	Website	
Register of members' interests	Held by Mid Devon District Council	
Register of gifts and hospitality	Held by Mid Devon District Council	
Class 7 – The services we offer		

[illegible]